
Teacher Self-Reflection Protocol

Preparation for the Observation:

Step 1: Schedule a date and time for the pre-conference and the observation.

Step 2: The teacher fills out the pre-conference questions before the meeting.

Pre-conference with Teacher:

Step 3: Discuss the lesson objectives and the reasons and purpose of the observation.

Step 4: Determine the method and form to be used during the observation.

Step 5: Discuss the observation date and time and make adjustments if necessary. Schedule a date and time for the post-conference.

Classroom Observation:

Step 6: Observer focuses on the lesson objectives and reasons and purpose of the observation discussed at the pre-conference.

Step 7: Observer will utilize the observation form that has been identified in the pre-conference to take notes during the observation.

Step 8: Observer prepares feedback for the teacher based on the observation.

Step 9: The teacher fills out the observation self-reflection in preparation for the post-conference.

Post-conference with Teacher:

Step 10: The teacher and observer meet at the predetermined time and talk about the observation. The administrator will provide feedback on the lesson and together they will set one or two action goals outlining action steps for both parties.

Step 11: Action goals and completion dates are identified and documented.

Step 12: The post-conference ends with the scheduling of a date to follow-up on action items. The next pre-conference date for a new evaluation cycle may also be determined.

Teacher:_____ Age/Grade of Students:_____

Observer:_____

Pre-conference Date:_____ Pre-conference Time:_____

Observation Date:_____ Observation Time:_____

Post-conference Date:_____ Post-conference Time:_____

Observation form to be used:_____

Pre-Conference Questions:

What are your objectives for this lesson?

What are your strengths as a teacher in regard to this lesson?

How does this lesson connect to your personal professional learning goals and/or the schools current professional learning goals?

What difficulties are you having, or questions do you have about this lesson?



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Observation Self Reflection:

Did you meet your lesson objectives? Please explain why or why not.

What instructional strategies were used in your lesson?

Were the instructional strategies used effective for your lesson? Which worked well and what might you have changed to meet the needs of all learners?

How did you evaluate the effectiveness of your lesson? What were the results of your evaluation?

Identify one or two goals with action steps to help you meet the needs of all students.

Additional Questions, Wonderings, Suggestions:

Post-conference Goal Setting:

Goal # 1:	
	Projected Completion Date
Teacher Action Steps:	
Observer Actions:	
Goal # 2:	
	Projected Completion Date
Teacher Action Steps:	
Observer Actions:	

Action Item Follow-up Date:_____ Action Item Follow-up Time:_____

Next Pre-conference Date:_____ Next Pre-conference Time:_____



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